

Quick Reference Guide

Changing W2 Delivery Preference in Employee Self Service

UNI e-Business Suite

University employees (including student employees) can elect how they want to receive their W-2 Statements (electronically or by US mail) by completing Extra Information in UNI Employee Self Service or UNI Student Employee Self Service.

Once you have chosen to receive your W2 Form electronically, it will be provided that way each year, until you change your delivery preference through UNI Self Service or provide Payroll with a written request or you terminate your employment with the University. You may change your delivery preference at any time except during the lockout period from mid-January to mid-February.

If you choose to change back to a paper W2, the change of delivery preference will only affect W2 forms going forward, not any previously issued. If at any time you need a paper copy of your W2 Form, you may contact <mailto:payroll@uni.edu> or call 273-6425 or 273-2656 and one will be provided to you.

If you don't choose electronic delivery, your W2 Form will be mailed to the address on file. Make sure that information is up to date as well. If you need to make changes to your mailing address, you can make updates through My Universe – MY Personal Records tab – “Update my personal information” and click on the Home Address tab. Make the necessary changes and save. If you'd prefer to make these changes in person, faculty and staff can do so at Human Resource Services (Gil 027) and students should stop by the Registrar's Office (Gil 115) with your current information.

W2 DELIVERY PREFERENCE

To provide consent to receive your W2 form electronically you can enter your preference in UNI Employee Self Service (directions below) or you can send a written consent via email or campus mail (Payroll mail code 0008) stating you would like electronic W2 delivery.

1. Logon to My UNIVERSE.
2. Click the Work @ UNI tab and then click e-Business Login.
3. Enter your e-Business username and password.



4. Select UNI Employee Self Service and then click Extra Information.

Quick Reference Guide

Changing W2 Delivery Preference in Employee Self Service

UNI e-Business Suite

ORACLE UNI Employee Self Service

[Home](#) [Logout](#) [Preferences](#)

Extra Information

Employee Name **Whitt, Patricia B**
 University ID

Emergency Contact Information

Accurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used in the event of an emergency.

W2 Delivery Preference Information

The Online option determines availability of online viewing/printing of the W2 in PDF format from MEMFIS. The Paper option designates whether you would like a copy printed and mailed to your home by the Payroll office. If you select to NOT have a paper copy mailed to you, you will be responsible for printing your W2 when notified of its availability.

Please read the instructions carefully.

Changes will not be saved unless you first click on the "Review All Content for Submission" button and then the "Submit" button on the next screen. Click "Add a Row" or "Update" to make changes to the sections below. Click the "Review All Content for Submission" button to continue this action, click "Back" to return to previous page (changes will not be saved), click "Cancel" to cancel this action.

Emergency Contact Information

Select Status	First Name	Last Name	Primary MI Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
No results found.											

W2 Delivery Preference

Select Status	Online	Paper
No results found.		

- Click the Add a Row button under the heading W2 Delivery Preference.

W2 Delivery Preference

Employee Name **Whitt, Patricia B**
 University ID

Email Address Pat.Whitt@uni.edu

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Online
 Paper

- Click the drop down next to the Paper option and select No. This gives UNI permission to deliver your W2 electronically and stop mailing a paper copy. **You will be allowed to change this setting at any time except from mid-January to mid-February each year.**
- Click the Review for Submission button. The following screen will appear showing the changes you have requested.

W2 Delivery Preference

Select Object:	Delete	Update	Add a Row
Select Status	Online	Paper	
<input type="radio"/> New	Yes	No	

- Click Review All content for Submission button.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Payroll Coordinator, 3-7049

Created 11/24/09 by pbw Revised 6/24/11

Quick Reference Guide
Changing W2 Delivery Preference in Employee Self Service
UNI e-Business Suite

9. Review your selections under the Proposed column and click Submit to apply the changes as seen below.

Extra Information Type

W2 Delivery Preference

	Proposed
Online	Yes
Paper	No

Cancel

Back

Submit

10. After clicking Submit screen a Confirmation screen will appear .

Confirmation

Your changes have been applied.

If you experience difficulty making updates using these instructions, you may send a written consent via email to payroll@uni.edu stating you would like to make this change. Written consents may also be sent to 0008 - Payroll. Your written request for changes will be confirmed with you by Payroll staff when they have been made.